



AGENDA
PARK COMMISSION MEETING
RICHFIELD VILLAGE HALL
4128 HUBERTUS ROAD, HUBERTUS, WISCONSIN
MARCH 11, 2015
6:00 P.M.

Pursuant to the requirements of Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Village of Richfield Park Commission, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is in attendance at the meeting: "Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow them to do so.")

1. Call to Order
2. Verification of Compliance With Open Meeting Law
3. Pledge of Allegiance
4. Meeting Minutes
 - a. February 11, 2015 – Special Meeting
5. DISCUSSION/ACTION ITEMS
 - a. Discussion/Action and recommendation to the Village Board regarding the addition of free library boxes in the Richfield Historical Park
 - b. Discussion/Action regarding the addition of a posting board in the Richfield Historical Park
 - c. Discussion regarding the potential for a dog park in the Richfield Historical Park presented by Linda Fitzpatrick
 - d. Discussion regarding the Staff Park Operations Report
6. ADJOURNMENT

Additional explanation of items on the agenda (Communication Forms) can be found on the village's website at www.richfieldwi.gov.
Notification of this meeting has been posted in accordance with the Open Meeting Laws of the State of Wisconsin.

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's office at 628-2260 or www.richfieldwi.gov with as much advance notice as possible.

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1. Call to Order/Roll Call

Commissioner Ken Meeks called the meeting to order at 6:05 p.m.

Present at the meeting were Commissioners Paul Bernard, Virgil Dawson, Donald Filipiak, Heidi Woelfel, DPW Supervisor Adam Schmitt and Administrative Services Coordinator KateLynn Schmitt.

Park Commission Chair Tom Wolff and Commissioner Larry Schmitt were excused absences.

2. Verification of Compliance with Open Meetings Law

Administrative Services Coordinator Schmitt stated that the agenda was posted at all three local U.S Post Offices, Village Hall and on the Village website. Copies of the agenda were also digitally sent to the West Bend Daily News, Hartford Times Press, and the Milwaukee Journal Sentinel.

3. Pledge of Allegiance

4. Meeting Minutes

a. December 10, 2014– Special Meeting

Motion by Commissioner Paul Bernard to approve the meeting minutes from the December 10, 2014 Special Park Commission meeting; Seconded by Commissioner Don Filipiak; Motion passed without objection.

5. PUBLIC HEARING

a. Public hearing required per section 14 of the Village of Richfield and Richfield Historical Society Management Agreement ‘Site Alterations and Additions’ to discuss the addition of a Blacksmith Shop to the Richfield Historical Park

Motion by Commissioner Don Filipiak to open the public hearing; Seconded by Commissioner Paul Bernard; Motion passed without objection.

No one spoke.

Motion by Commissioner Paul Bernard to close the public hearing; Seconded by Commissioner Don Filipiak; Motion passed without objection.

6. DISCUSSION/ACTION ITEMS

a. Discussion and recommendation to the Village Board regarding the addition of a Blacksmith Shop to the Richfield Historical Park

Motion by Commissioner Don Filipiak to recommend approval to the Village Board the new construction of a Blacksmith Shop in the Richfield Historical Park at the proposed site location east of the current Sugar Shack; Seconded by Commissioner Heidi Woelfel; Motion passed without objection.

b. Discussion/Action regarding dates for the Richfield Soccer WAVE Camp and KMSL Tournament in Heritage Park

Motion by Commissioner Don Filipiak to authorize the Richfield Soccer Club to host the annual KMSL tournament in Heritage Park on Saturday, May 30th, 2015 and to allow for prep time on Friday, May 29th, 2015, and to approve the Milwaukee WAVE Camp Monday, June 15th, 2015 through Friday, June 19th, 2015; Seconded by Commissioner Paul Bernard; Motion passed without objection.

c. Discussion/Action regarding park dates for Richfield Historical Society events in the Richfield Historical/Nature Park

Motion by Commissioner Paul Bernard to authorize the list of 2015 Richfield Historical Society event dates and times in the Village Historical and Nature Park; Seconded by Commissioner Don Filipiak; Motion passed without objection.

d. Discussion regarding the Staff Park Operations Report

Administrative Services Coordinator Schmitt gave a brief report on events and maintenance in the Richfield Parks.

New DPW Supervisor, Adam Schmitt introduced himself to the Richfield Park Commission.

7. ADJOURNMENT

Motion by Commissioner Heidi Woelfel to adjourn; Seconded by Commissioner Don Filipiak; Motion passed without objection at 6:36 p.m.

Respectfully Submitted,

KateLynn Schmitt
Administrative Services Coordinator

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VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: March 11, 2015

SUBJECT: Richfield Historical Society – Library Boxes
DATE SUBMITTED: March 3, 2015
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

POLICY QUESTION: DOES THE PARK COMMISSION WISH TO APPROVE THE INSTALLATION OF UP TO THREE POTENTIAL LIBRARY BOXES IN THE RICHFIELD HISTORICAL PARK?

ISSUE SUMMARY:

Staff was recently approached by Richfield Historical Society's Project Coordinator, Del Schmechel, about a new library box project in the Richfield Historical Park. The Richfield Historical Society is proposing the potential installation of up to three (3) new library boxes in the Park at heavily foot traffic flow areas. These 'take a book, leave a book' boxes have been popping up in various communities throughout the area, including two known boxes in subdivisions here in the Village of Richfield. RHS is proposing the addition of three (3) potential boxes in the Historical Park depending on the need and want from the community.

A general description of these boxes can be found below:

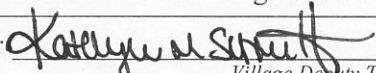
- Weather tight wooden boxes
- 20" x 20" x 20"
- Mounted on 4' x 4' single post

Attachments of example boxes provided by the Historical Society have also been included for review.

Tonight the Richfield Historical Society is asking for your permission to proceed with these minor site alterations in the Richfield Historical Park. Per your approval the Richfield Historical Society will begin with the installation of one box this summer and pending approval will not exceed the installation of up to three (3) boxes.

Richfield Historical Society's Project Coordinator indicated the first box would be located along the path leading up to the Mill House in the Historical Park. The use of this box will determine the installation of the remaining boxes.

FISCAL IMPACT:

REVIEWED BY: 
Village Deputy Treasurer

Initial Project Costs: Funding provided from the RHS

Future Ongoing Costs: None.

Physical Impact (on people/space): Erection of three (3) potential library boxes in the Richfield Historical Park

Residual or Support/Overhead/Fringe Costs: None.

ATTACHMENTS:

1. Photo of potential library box design provided by RHS Project Coordinator, Del Schmechel

STAFF RECOMMENDATION:

Motion to approve the construction of up to, but not exceeding three (3) new library boxes in the Richfield Historical Park.



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DATE SUBMITTED: March 3, 2015

SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

APPROVED FOR SUBMITTAL BY:

Village Staff Member

Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Resolution No. _____

Ordinance No. _____

Approved _____

Other _____

Continued To: _____

Referred To: _____

Denied _____

File No. _____

KateLynn Schmitt

From: Del Schmechel <emtdmpo@charter.net>
Sent: Tuesday, March 03, 2015 11:07 AM
To: KateLynn Schmitt
Subject: Library's

KateLynn, here are just a couple examples of what is possible.

Take care,

Del



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VILLAGE OF RICHFIELD
PARK COMMISSION COMMUNICATION FORM

MEETING DATE: March 11, 2015

SUBJECT: Richfield Historical Society – Posting Board
DATE SUBMITTED: March 3, 2015
SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator


POLICY QUESTION: DOES THE PARK COMMISSION WISH TO APPROVE THE INSTALLATION OF A NEW POSTING BOARD AT THE ENTRANCE TO THE LILLICRAPP HOUSE?

ISSUE SUMMARY:

The Richfield Historical Society is requesting the addition of a new posting board at the front entrance to the Richfield Historical Park Lillicrapp House. The Lillicrapp House's future use in the 2014 RHS Master Park plan is outlined as a potential Welcome Center, Gift Shop, Administration Office, and/or Research Center. With the likely increase in traffic flow at this site location in the Richfield Historical Park the Richfield Historical Society believes it would be pertinent to post information for visiting residents and members to view.

The new posting board would mirror that of the existing one currently located near the horse shed along the path in the Historical Park.

FISCAL IMPACT:

REVIEWED BY: 
Village Deputy Treasurer

Initial Project Costs: Funding provided by the RHS
Future Ongoing Costs: None.
Physical Impact (on people/space): Erection of a new posting board in the Historical Park.
Residual or Support/Overhead/Fringe Costs: None.

ATTACHMENTS:

None.

STAFF RECOMMENDATION:

Motion to approve the new construction of a posting board to be erected near the main hub of the Historical Park, the Lillicrapp House.

APPROVED FOR SUBMITTAL BY:


Village Staff Member


Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

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VILLAGE OF RICHFIELD

PARK COMMISSION COMMUNICATION FORM

MEETING DATE: March 11, 2015

SUBJECT: Village Dog Park, Discussion
 DATE SUBMITTED: March 3, 2015
 SUBMITTED BY: KateLynn Schmitt, Administrative Services Coordinator

POLICY QUESTION: NONE.

ISSUE SUMMARY:

Village resident, Linda Fitzpatrick has come before the Park Commission this evening to present information regarding her desire to place a dog park at Bark Lake Park.

Bark Lake Park, located at 946 Bark Lake Drive, is the Village of Richfield's smallest park at five (5) acres in size. Its current amenities include picnic tables, a playground, and a shelter.

An aerial overview has been included as an attachment in your packet, and pertinent items to consider include:

- Funding for installation and ongoing maintenance for the following common amenities
 - Ground cover- grass, wood chips, crushed stone, other
 - Grass required areas to alternate allowing grass to regrow and recoup from wear and use
 - Proper drainage
 - Fencing- minimum 4' high some recommend higher fences 6' minimum
 - Water source
 - Waste receptacles
 - ADA accessible
 - Regular clean-up (volunteer based or Village employee maintained)
- Size (Is Bark Lake Park large enough, and what other feasible options are available)
 - Recommended that fenced in area over one acre in size
 - Separate areas for small dogs and large dogs
 - Parks smaller than 2 acres service area is a 2 mile radius
 - Parks 2-10 acres service area is a 5 mile radius
- Other Considerations
 - Rules
 - Enforcement of Rules
 - Potential annual fees
- Dog Friendly Parks in the immediate area
 - Off Leash
 - Rolfs Dog Park, City of West Bend
 - Nashed Park, Waukesha County Park System
 - Muttland Meadows, Grafton
 - Granville Dog Exercise Area, Milwaukee County




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- On Leash
 - Village of Richfield, all Village Parks
 - City of Harford, Independence Park
 - Village of Germantown, all Village Parks
 - Village of Menomonee Falls, all Village Parks
 - Village of Sussex, all Village Parks
 - Washington County, all County Parks
 - City of Brookfield, Mitchell Park

FISCAL IMPACT:

REVIEWED BY: 
Village Deputy Treasurer

Initial Project Costs: Installation cost
Future Ongoing Costs: Regular maintenance
Physical Impact (on people/space): Reduction of open space
Residual or Support/Overhead/Fringe Costs: Ongoing

ATTACHMENTS:

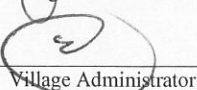
1. Aerial view of Bark Lake Park.

STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:

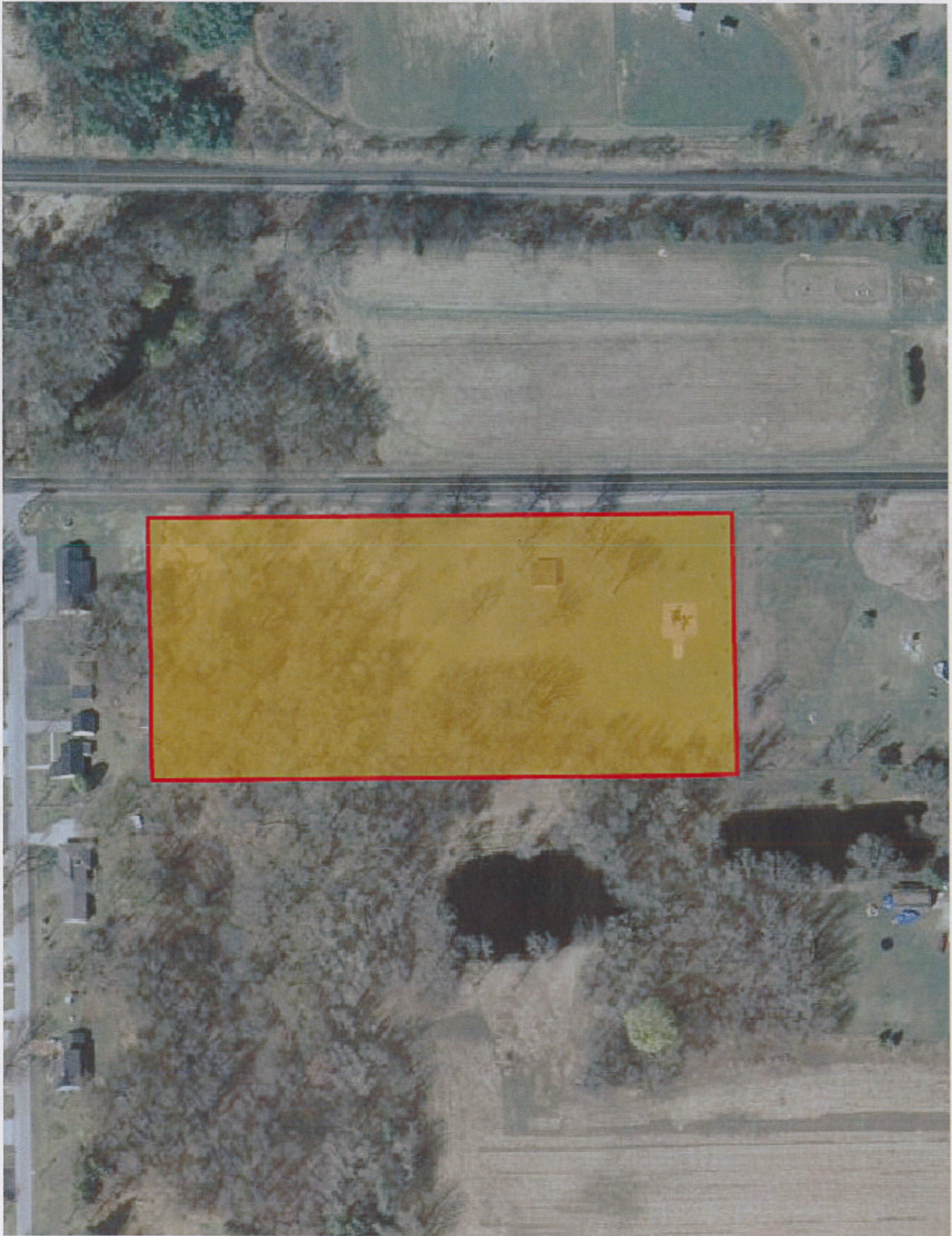

Village Staff Member


Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____





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General Park Operations Report for March 2015

Park Commission Members,

As a part of my position as Administrative Services Coordinator, I want to make sure that I have a bi-monthly dialogue with everyone on the Park Commission about General Park Operations. It is important to me that I solicit feedback from this Commission in order to gain not only a greater personal/professional relationship with each and every one of you, but also attempt to cultivate ideas or suggestions you have on ways we can improve our wonderful network of parks throughout the Village. **The knowledge you each have of our park system is an invaluable resource that I intend on tapping into.**

- ✓ **Heritage Park Trails.** During winter snow shoers and cross country skiers are a common sight on our park trail systems. Those trails will be maintained again for the 2015 winter season when time is permitted to clean them up after all Village roads have been cleared. With spring fast approaching our DPW full-time and part-time crew members will move back into the parks ensuring the trails, fields and open space are restored to their pre-winter condition.
- ✓ **Blacksmith Shop Update.** On March 5, 2015 DPW Supervisor Adam Schmitt and Administrative Services Coordinator, KateLynn Schmitt met members of the Richfield Historical Society in the Park to discuss tree clearing for the new Blacksmith Shop. Tree clearing will begin in the next few weeks, and construction for the project is expected to take place in spring and summer.
- ✓ **Richfield Historical Park.** The Richfield Historical Society began tapping Maple Trees Saturday, March 7th. Their annual Maple Syrup Family Day will take place March 28th between 1:00 p.m. and 4:00 p.m as always everyone is encouraged to join in for the festivities!
- ✓ **Park CIP Planning.** Various changes are planned to be made to park projects in the 2016-2020 Capital Improvement Plan. One of the major changes includes the movement of funding for tennis court construction from 2016 to 2019. Staff feels moving this project will avoid any damage to newly constructed tennis courts that might occur to this sight with the installation of the new Fire House. Additionally, per the request of the Richfield Historical Society, funds were reallocated so that the Nature Park pedestrian bridge could be reconstructed to allow vehicles to traverse it as well. Finally, separate projects were combined in order to allow for the purchase of larger pieces of new park equipment in Heritage Park.
- ✓ **Spring Baseball and Soccer.** Richfield youth programs anxiously await warmer weather. The Richfield Youth Softball and Baseball Association and the Richfield Soccer Club have opened their registration and are actively preparing for the upcoming season. Any potential new projects planned by either of these youth programs will come before the Park Commission before final approval.

Respectfully Submitted,

KateLynn Schmitt
Administrative Services Coordinator